

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Data Processing Manager II
Position #:	051-340-1384-XXX
Salary Range:	\$5849 - \$7464
Issue Date:	November 19, 2008
Contact:	Nedra Bryan (916) 323-6695
Location:	Information Systems Division 300 Capitol Mall, 7 th Floor Sacramento, CA 95814
Final Filing Date:	(Statewide) Until Filled

Scope of the Position: Under the general direction of a Data Processing Manager III, the Data Processing Manager II position leads and manages a team of 6-10 professional and technical staff. The team is responsible for the planning and implementation of enterprise-wide, highly complex electronic information processing systems consisting of modern technology. The projects assigned to the team have enterprise-wide and global impact in the technology infrastructure including the design, development, deployment and maintenance of the Controller's Office Unclaimed Property System and other systems supporting the business divisions. Specific duties include, but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Identify and obtain management approval of project scope, budget, staffing (both internal and external) and schedule using the Department of Technology Services (DTS) project management methodology and practices.
- Prepare feasibility studies (FSR's) and special project reports on budget, staffing, schedule, issues or changes for presentation to senior management.
- Develop project management work plans. Establish and track priorities, dependencies, completion dates, and monitor progress. Use Microsoft Project and/or other automated online project management software to manage and implement all project management activities.
- Develop assignments and track status of specific tasks and deliverables assigned to multi-disciplined staff. Review for content, quality, and accuracy.
- Implement risk, change control, and issue management processes for each project. Provide direction concerning changes in priorities, project scope and schedule. Monitor, manage and report project progress and related activities in meetings and written reports.
- Prepare and complete performance evaluations and address employee performance and productivity issues.
- Supervise the development of written standards, policies, procedures, and reporting criteria for each project.
- Facilitate and oversee personal service contracts for consultants or contractors. Track time, deliverables, and expenditures for these services.
- Implement and facilitate a quality control process to be used and applied to consultants or contract staff deliverables.
- Coordinate the activities and assignments of the project team with those of vendors, consultants, contractors, and functional managers of support, operational, and customer staff.
- Supervise System Design, Analysis and Programming Activities of various projects and systems.

For more details, please contact Nedra Bryan at (916) 323-6695.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Information Systems Division
ATTN: Nedra Bryan – Ref# 09-066
300 Capitol Mall, 7th Floor
Sacramento, CA 95814